

ADMINISTRATIVE-INTERNAL USE ONLY

Executive Registry

81-1497

ES 81-2  
15 June 1981

MEMORANDUM FOR: See Distribution

FROM :

[redacted]  
Executive Secretary

STAT

SUBJECT : Transmittal of Correspondence

REFERENCE :

[redacted] dated 28 June 1979, Paragraph 32d

STAT


1. Far too often material is reaching the Director or Deputy Director or their immediate offices without going through the Executive Registry and over my desk. The Director and Deputy Director look to me to see that all material is properly coordinated and that the left hand has the opportunity to know what the right hand is doing. That material gets to the Director or the Deputy Director without the benefit of Registry and consolidation with other related inputs from line or staff elements can be attributed to the fact that you or one of your staff handcarried the material. The secretaries in the DCI and DDCI offices are under instructions to handcarry any item you may have dropped on their office to the Registry, which in turn will return it via my office. Of course there are exceptions, e.g., when the Director, Deputy Director, or any of their immediate staff, have phoned saying they are waiting for a paper, when you are meeting with them and provide a piece of paper across the table, cables, etc. In most cases, your offices subsequently drop an information copy on the Registry and we are able to record and retrieve as appropriate.

2. It is understood that there is a very limited quantity of paper that should be exempted from Registry, such as correspondence related to some personnel/security/medical-related cases, or particularly sensitive DDO operations. However, we have a responsibility to record its existence if it involves DCI/DDCI review and approval. (This can be accomplished by concurrently providing me with a blind memorandum - see sample attached.) In all such cases, we have an obligation to know where the office of record is.

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3. The Director and Deputy Director look to me to see that material reaching them is properly coordinated, has relevant reference material attached to it, and is filed for retrieval on short notice. I hope you will cooperate with us in discharging these responsibilities.

STAT

  
Executive Secretary

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